

**CYPRESS COLLEGE
PRESIDENT'S ADVISORY CABINET
Approved Minutes**

**May 05, 2016
3:00 p.m. - 5:00 p.m., CCCPLX-419**

PRESENT: Bob Simpson (Pres), Santanu Bandyopadhyay (EVP), Karen Cant (VP), Phil Dykstra (DirInstRes&PIng), Mark Majarian for Jolena Grande (AcSen), Bryan Seiling (AcSen), Angie Brito (Assoc Students), Rod Lusch (CSEA), Tina Johannsen (UF), Darlene Fishman (DMA)

ABSENT: Angelyn Garcia (Assoc Students), Donna Landis (CSEA), Vacant Seat (ADFAC)

GUESTS: -

RECORDER: Ty Volcy

REVIEW OF MINUTES

The minutes of the April 21, 2016 meeting were approved as submitted.

PRESIDENT'S REPORT

Dr. Simpson provided the following updates:

College

- The College's athletic teams were successful. The competition season is over and our [softball and baseball teams are in finals](#). The Cypress College softball team is rated #1 in the state and our baseball team is rated #3 in the conference.
- The Importance of Being Earnest, directed by Mark Majarian was a fabulous production. The actors and actresses did an amazing job.
- The Cypress College [Yom Hashoah a Night of Remembrance](#) was an extraordinary event. An awed audience of approximately 1,000 people listened to holocaust survivors as they shared their experiences during World War II. Honored speakers included keynote speaker [Dr. Jacob Eisenbach](#), holocaust survivor Sarah Schweitz, and the Vice Consul of the German Consulate in Los Angeles, CA, Christina Wuerth.
- The following faculty were hired pending Board approval: Bret Clarke, CIS; Shinah Kim, Nursing; Mymy Lam, Counseling; Ryan Ortega, Nursing; Chad Willis, Music/Brass; Marcus Marquardt, Psychiatric Technology. Interviews for the psychology professor have taken place and an offer is being made. There are currently five more full-time faculty positions left to hire.

Board Meeting

- The Board meeting on April 26 also included the [17th Annual Strategic Conversation meeting](#). The topics of discussion were college readiness and college assessments.
- Many spoke during public commentary about salaries and benefits.
- The Board approved the retirement of Allan Mottershead, Cypress College Engineering/Electrical Instructor, after 47 years of service.

- The following full-time faculty positions have been approved by the Board: Jill Bauer, ESL; Jolina Cadilli, Mathematics; Alma Castro, Mathematics; Megan Debin, Art/Art History; Jenelle Herman, ESL; Annette Letcher, Reading; Massoud Saleh, Engineering/Physics.

Commencement Speaker

- The College originally asked California Governor Jerry Brown to be the 2016 commencement speaker; however, he regretfully declined. Dr. Simpson recommends Donna Miller, retired NOCCCD Board Member to be the 2016 Cypress College commencement speaker.

PAC unanimously supported the recommendation.

EXECUTIVE VICE PRESIDENT'S REPORT

Dr. Bandyopadhyay provided the following updates:

- The College is currently in the middle negotiations with ACCJC pertaining to the baccalaureate degree requirements. The two topics of discussion are minimum qualifications to teach baccalaureate courses and the amount of units required for the programs. The 15 colleges in the baccalaureate pilot are not in agreement with ACCJC about the minimum qualifications to teach courses. ACCJC is currently suggesting that a master's degree be the requirement; however, there are no colleges that offer master's degrees in mortuary science. If ACCJC makes this requirement, it will disenfranchise the offering of a baccalaureate degree for the program. The pilot colleges believe that the specific requirements pertaining to minimum qualifications should be determined by the state chancellor's office and academic senate. The amount of units required for each program should also be discussed and determined by academic senate. Neither of these items should be determined by ACCJC. The pilot colleges will submit another request for changes to be made to the proposal and if ACCJC does not agree, they will send representatives to speak during public commentary at the commissions meeting. Fortunately, the mortuary science baccalaureate program is scheduled to launch fall 2017; however, other colleges are currently in the process of enrolling students into their programs and need a resolution as soon as possible.
- District IT has scheduled system maintenance June 3rd - 5th which will conflict with the spring 2016 grade submission deadline. Dr. Bandyopadhyay will bring this to Dr. Li-Bugg's attention to see if the maintenance date can be changed. There is also the possibility of pushing the grade submission deadline back two days to accommodate the scheduled system maintenance.
- The College will likely fall short of its FTES target as we are currently at 11,666. The new target will be 11,782. Although there is no guarantee that the target will be reached, history has shown that the College is typically good at meeting its predicted FTES goals.
- No decisions have been made about having a winter intersession and the topic is currently on the Vice President Council agenda. Dr. Bandyopadhyay believes the earliest we could implement a winter intersession would be 2017-18 since the 2016-17 academic calendar has already been negotiated. He stressed the importance of knowing the number of instructional days needed, not the number of weeks. Once the number of days are identified, the discussion can move towards the content that can be taught in the identified number of days. He also suggests exploring other options to increase enrollment since winter intersession will have a large effect on the campus and support services offered such as the L/LRC, Library, Health Center, etc.

VICE PRESIDENT'S REPORT

Karen provided the following updates:

Planning & Budget Committee

The following recommendations were presented for review:

- A recommendation from PBC for the Health Sciences division. The request is in the amount of \$10,464 to pay for the Radiology, Mortuary Science, Dentistry, and Nursing accreditation fees that could not be absorbed in the existing budget.

PAC unanimously supported the recommendation.

- A recommendation from PBC for the Dental Hygiene program. The request is in the amount of \$6,580 to pay for the training of three full-time faculty members and three part-time faculty members. Training is required as revisions have been made to the licensing requirements. The amount requested will cover training related expenses, curriculum, and supervising dentists. It has also been asked how the faculty members may be compensated for attending the training.

PAC unanimously supported the funding recommendation and Dr. Bandyopadhyay will follow-up on questions related to compensation.

- A recommendation from PBC from Sara Jones. The request is in the amount of \$5,000 to pay for programming on TracDat in support of the Student Learning Outcomes Assessment.

PAC unanimously supported the recommendation.

- A recommendation from PBC for permanent displays to be placed in division areas. The following six historical display applications were submitted:
 - The Business division is requesting \$5,000 to pay for a bronze tree monument honoring full-time Business/CIS faculty, past and present.
 - The Marketing program is requesting \$1,000 for a window display containing historical items from the College.
 - The International Students program is requesting \$1,000 for two permanent transportable display panels illustrating the history of the program.
 - The Automotive program is requesting \$4,200 for a wall mural of photos and posters of vintage cars.
 - The Theater department is requesting \$4,517 for a permanent display in the Theater Lobby depicting productions, alumni, faculty/staff, and accomplishments.
 - The Language Arts and Social Sciences divisions are requesting \$1,200 for two permanent wall-mounted displays listing each of the departments under the divisions and the years they were established.

PAC unanimously supported the recommendation with the exception of the Automotive program's request. PAC is requesting that Automotive find ways to tie the display back to the College instead of the year 1966.

- A recommendation from Sara Jones for \$24,000 to implement SLOs.

PBC and PAC did not approve this request as most faculty members are meeting their professional obligation with SLOs and many deans who were on the list are already taking the necessary steps to work with faculty to implement SLOs in their divisions. The request should be discussed with division deans and presented to Academic Senate to ensure a clear line of communication.

- The one-time funding requests for 2016-17 was presented to PAC. There are 35 projects on the list with a grand total amount of \$5,922,803.

The members of PAC have asked for time to review the requests.

Facilities

- The College has submitted a board agenda item to approve LPA architect for the first phase of the SEM building. This item will go before the Board on May 10, 2016. Only the first phase is being submitted because the College and District are discussing what the cost estimate of the new SEM building should be and LPA's fee is based on that cost.
- Selection committees will interview architects on June 28 and 29 for the Veterans Resource Center and L/LRC buildout. The College would like to have these items on the Board agenda in July 2016.

INSTITUTIONAL RESEARCH AND PLANNING REPORT

Phil provided the following updates:

- The next Accreditation Steering Committee meeting will be on May 18, 2016 and the agenda will be distributed next week. The purpose of this meeting is to get an update on the progression of the accreditation process and problem areas that will be included in the quality focus essay. Distance Education will be one of the issues included in the quality focus essay.
- The College mission statement was reviewed at the last Leadership Team meeting. Those who attended the meeting developed new mission statements that included the baccalaureate degree, intended population, and course delivery methods. All of the mission statements have been presented during President's Staff and a survey will be sent to the College with three proposals.

ACADEMIC SENATE REPORT

Bryan provided the following updates:

- Academic Senate will speak with Eldon Yong and Richard Fee about the possibility of dual enrollment at the College. They will also discuss this with Fullerton College and the School of Continuing Education.
- Academic Senate supports the splitting of the distance education position; however, there are concerns about the job description as the duties appear similar to a management position and not a teaching position. They plan to find a resolution without affecting the timeline of the College.
- Some have mentioned concerns about the picture on the cover of the summer 2016 class schedule. They believe the image misaligns with the College's attempt to address diversity issues and assist underrepresented student populations.

ASSOCIATED STUDENTS REPORT

Angie provided the following updates:

- AS elections were held and they received over 300 ballots. The following people were elected: Amanda Aros, President; Tasmia Alam, Executive Vice President; Maria Alvarez, Vice President of Campus Activities; Allan Mac, Vice President of Fiscal Affairs; Melanie Veliz, Executive Secretary; Lona Redd, Chief-of-Staff; Monica Santana, Senator; Ben Tadesse, Senator.
- The optional \$2 Student Representative Fee was passed.
- AS held a Blood Drive on Tuesday, April 26. They did not have as high of a turn out as they expected due to last minute planning.
- World Fest was on Wednesday, April 27. AS celebrated the country of Cuba, served free food, and displayed a poster about the Cuban culture. AS would like to thank the clubs for their participation and the Diversity Committee for providing additional funds.
- Parent Night was on Thursday, April 27. AS received many questions about what they do and hope to have new students join the council this upcoming fall.
- AS attended [General Assembly](#) on April 29 – May 1. This conference is hosted by the [Student Senate for California Community Colleges](#).

- AS would like to thank those who helped plan and were involved in the [Yom Hashoah](#) event on May 4.
- MEChA will host their Noche de Arte event on May 5 by the pond. There will be refreshments, music, art, and poetry readings.

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA) REPORT

Rod provided the following updates:

- The Classified School Employee Week Breakfast Celebration will be on May 16 from 8:30 a.m. – 10:00 a.m. Breakfast will be held at the Courtyard Marriott in Cypress.

UNITED FACULTY REPORT

Tina provided the following updates:

- The last UF E-Board and Rep Council meetings will be on May 11 at Fullerton College.
- The following members were added to the Board: Queen Peterson, Treasurer; Bruce Henderson, Secretary; Sara Jones, Cypress Site Rep; Brandy Young, Cypress Site Rep; Guy Dadson, Fullerton Site Rep; Jose Miranda, Fullerton Site Rep; Keith Vescial, Cypress Rep Council; Jennifer Coopman, Cypress Rep Council; Amy Ward, Cypress Rep Council.
- The UF End of Year Luncheon will be on Saturday, May14 at the Orange County Mining Company.

ADJUNCT FACULTY UNITED REPORT

No report.

DISTRICT MANAGERS ASSOCIATION REPORT

Darlene provided the following updates:

- The DMA End of Year meeting will be on June 2. This will be a business and breakfast meeting. During the meeting scholarships will be awarded to two students from Cypress College and two students from Fullerton College. DMA will also recognize new managers and those who are retiring. The meeting will also include discussion about the book *Redesigning America's Community Colleges* by Thomas A. Bailey.

The meeting was adjourned at 5:07 p.m. The next PAC meeting will be on May 19, 2016.